

- **Merge** combines columns from two tables based on a matching key; **Append** stacks rows from one table below another.
- Use "Split Column" → "By Delimiter" (space) to separate full name into first and last name.
- **Pivot Columns** transforms unique values in a column into new columns.
- Delete the step from the "Applied Steps" pane to undo it.
- **Reference** creates a new query linked to the original; **Duplicate** makes a copy independent of the original.